



## REQUEST FOR SUPPLEMENTARY TUTORIAL FORM

**IMPORTANT:**

Please read the terms and conditions before completing this form.  
Students **MUST** acknowledge payment and submission by signing this form as required below.

BATCH NO. / CLASS: \_\_\_\_\_

**SUBMISSION DEADLINE:**  
*Within 2 weeks from date of  
result slip*

FULL NAME: \_\_\_\_\_ CONTACT NO(s): \_\_\_\_\_

STUDENT ID (SID): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

*\*Please indicate all information **clearly***

S/N	SUPPLEMENTARY PAPERS (Module Title)	SUPPLEMENTARY EXAM DATES
1.		
2.		
3.		
4.		

**For Official Use Only**

* Please delete whichever is inapplicable	Supplementary Tutorial Payment Details
Receipt Number:	
Date of Payment:	
Total Amount Paid:	
Paid via Cash / Cheque / Nets / Visa*	
Received by (MDIS Staff) Name & Signature:	

**TERMS & CONDITIONS**

- Per module fee (inclusive of GST) for the supplementary tutorial session is **S\$107.00 for Bachelor and Master Degree Programmes, S\$53.50 for Pre-degree Programmes, and S\$214.00 for School of Tourism & Hospitality's Professional Development module.**
- Submission of this form together with payment must be by the given deadline. Late submissions will not be entertained.**
- Incomplete forms without student's signature will not be processed.
- Students must show their result slips when submitting their request for supplementary tutorials.
- The tutorial session will be scheduled **at least 1 week** prior to the date(s) of the supplementary examination(s).
- Please note that there will be **no refund** once payment is made. **Also, there will be strictly no refund to students who did not receive any acknowledgement and have missed the supplementary tutorial.**
- Student Care and Administration Department will send an acknowledgement and confirm the schedule for the supplementary tutorial(s) via post or e-mail upon receiving the form and payment.

I have read and understood the terms and conditions of the Supplementary Tutorial Programme as stipulated above.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date